



Arnold A. Schwarzenegger– Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

OFFICE ASSISTANT (TYPING)
LOS ANGELES
Permanent / Full Time

The Department of Real Estate has an opening in its Los Angeles Enforcement Section for an Office Assistant (Typing). This position is permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, Los Angeles CA 90013-1105

Duties of the position include:

- Provide clerical support for the set-up and processing of all licensee complaints and rap license referrals.
- Review incoming complaints and determine the respondents. Review for prior complaints; Check EIS for names, addresses, branch offices, DBA's and other license information; Set up files, enter information into EIS System and give to assigned Deputy Commissioners.
- Perform general office duties such as: typing, mail and document handling, filing and records management, document preparation and review.
- Respond to the public in the form of telephone calls, walk-ins and front counter duties regarding Licensing and Enforcement information.
- Open and distribute mail; operate various office machines and interact with vendor and courier services.
- Proofread legal transmittals and prepare packages for forwarding to Sacramento Legal and update tracking logs.

Necessary qualifications:

- Ability to interpret and communicate the laws, rules, policies and procedures of the DRE regarding the issuance and maintenance of a Real Estate license.
- Ability to answer, screen and transfer all incoming phone calls.
- Ability to keyboard and maintain accurate records.
- Communicate effectively, both orally and in writing, using good grammar, punctuation and spelling.
- Excellent interpersonal skills.
- Ability to work under pressure and within mandated timeframes.
- Ability to maintain and properly file records and maintain appropriate monetary records.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Excellent organizational skills and must be flexible.
- Good proofreading skills.
- **A valid typing certificate for 40 wpm is required; please attach a copy to your application or a typing test can be administered by the Department of Real Estate.**

Desirable qualifications:

- Personal computer experience using Word and Excel.
- Dependable and reliable.
- Excellent attendance
- Knowledge of or familiarity with real estate laws, rules, regulations, policies and procedures.

Salary: Office Assistant (Typing)

Range A - \$2073 – 2520 Range B - \$2248 - 2733

Who May Apply

Current State employees at the Office Assistant level, those with list eligibility and those individuals who are transferable to the class. Priority consideration will be given to SROA/Surplus employees. Please indicate SROA /Surplus information on your state application.

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the position contact:

Deborah Jackson-Pickett, Office Services Supervisor III
Los Angeles District Office
(213) 576-6976 or CalNet 8-649-6976

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Final Filing Date: OPEN UNTIL FILLED

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.